

Information & Search Tips

CQ Researcher is your essential online resource for understanding the most critical events and controversial subjects of the day. With CQ Researcher Online, you have access to more than 13 years of balanced and in-depth analysis of contemporary issues that serves as an invaluable tool for

students, teachers, researchers, and concerned citizens. CQ Researcher Online was selected as *Library Journal's* Best Reference Source two years in a row and is the winner of the American Bar Association's Silver Gavel Award.

Starting Your Search

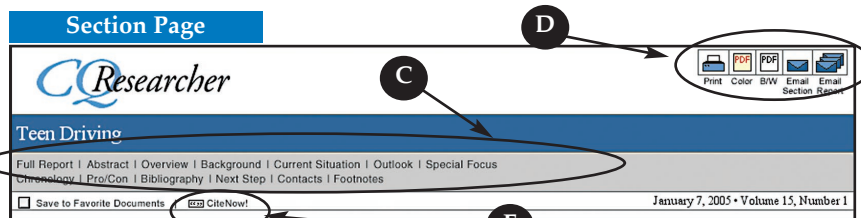
From the main page, you can select any of the most recent reports by clicking on the article title that interests you (A). If none of these titles interest you, you can find a report on another topic by using one of several search capabilities (B) (described in more detail on the back of this sheet).

Clicking on an article title takes you to the abstract for that report. A tool bar beneath the report title allows you to navigate the 13 sections of each report (C):

1. **Full report:** entire article is displayed
2. **Abstract:** 125-word summary of the article
3. **Overview:** 4,000-word introduction to the issue with three detailed pro/con discussions
4. **Background:** history of the issue
5. **Current situation:** most recent events relating to the issue
6. **Outlook:** long-range projections for where the issue is headed
7. **Special focus:** maps, graphs, tables and up to three related articles
8. **Chronology:** one-page timeline of the topic's history
9. **Pro/Con:** one-page debate with equal coverage of both sides
10. **Bibliography:** works cited or consulted
11. **Next step:** additional readings/resources
12. **Contacts:** addresses, emails, telephone numbers of relevant organizations
13. **Footnotes:** annotation citing of external sources used in the report

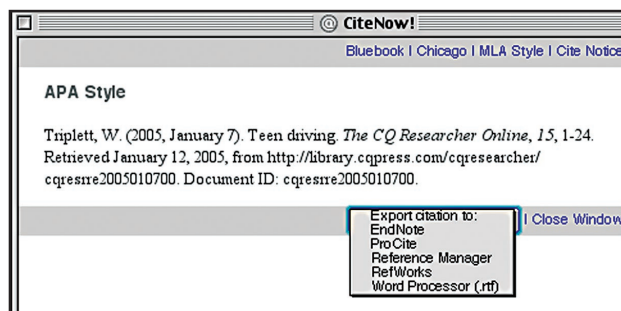
Other non-search functions found on the main page include:

- **Your profile:** set up an account to save searches
- **Document history:** keep track of the documents you search
- **Favorite documents:** save up to 25 of your favorite reports for later reference
- **Saved searches:** save search criteria
- **In the news:** updates on current events that have been covered in the CQ Researcher Online
- **Coming up:** summaries of the next three upcoming reports
- **Find a topic:** alphabetical listing of topics
- **How to cite:** a guide to how different style guides cite the CQ Researcher Online



Each report can be printed, downloaded as a black and white or color pdf, or emailed (any of the 13 sections can also be emailed independent of each other) (D).

Citing CQ Researcher Reports (E)



Once you find the report you need, you can easily export its citation by clicking on the "Cite Now" button under the section toolbar. CiteNow!™ is a unique tool that, with a couple mouse clicks, generates a citation for the CQ Researcher report in your choice of APA, Bluebook, Chicago, or MLA styles. Citations can be exported to Microsoft Word or a variety of citation management software.

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There are five ways you can search for a specific topic you're interested in:

1. **Quick search:** enter a key word to search across reports
2. **Advanced search:** see figure right and text below for more details
3. **Browse by date:** issues are arranged in chronological order, first by year, then by month
4. **Browse by topic:** search by using this alphabetical index to topics
5. **Index:** CQ Researcher articles indexed by topic

Any of these search options can be accessed from the main page or other non-section pages.

Using Advanced Search

Keyword Searches (A)

Enter into the keyword input box the word(s) or phrase(s) that you wish to search for. The default search looks for your word or phrase in the CQ Researcher texts, titles, and index. You can deselect any of these three items to narrow your search to any combination of the three. The word or phrase that you search for will be highlighted in the document when retrieved. Additionally, each section of the issue that contains your search terms will be indicated by blue text.

Date Searches (B)

You can narrow a search by date or date range. Using the From and To option, you can limit your search to only those CQ Researcher issues published within a certain date range. Using the Specific Date option, you can search for issues published on a specific date. And using the No Older Than option, you can search for issues from a specific date to the present. The default search does not put any limitations based on date.

Searching for Entire Issues or Specific Sections (C)

You can search for entire issues of The CQ Researcher or for specific sections. If the Search Entire Issue option is used, results are returned listing the name of the issue, and the link brings you to that issue's abstract, which in turn links to all other sections of that issue. If you choose to search

The screenshot shows the 'Advanced Search' page of the CQ Researcher website. On the left is a navigation menu with links like 'En español', 'Your Profile', 'Document History', 'Favorite Documents', 'Saved Searches', 'Quick Search', 'Go', 'Advanced Search', 'Browse by Date', 'Browse by Topic', 'Index (PDF)', 'In the News', 'Coming Up', 'Find a Topic', 'How to Cite', 'WHAT'S NEW with The CQ Researcher Online', and 'CQ Electronic Library'. The main content area is titled 'Advanced Search' and includes instructions: 'To search for a complete phrase, place it in quotes. Use search operators to narrow the search: and, or, not, *, w/#. Search Tips'. A link 'Search all your CQ Electronic Library sites' is also present. The search form includes a text input field for 'Enter words or phrases:', a 'Search' button, and radio buttons for 'Keyword/all text' (selected), 'Report titles only', and 'Topics only'. Below this is a 'Date range:' section with dropdown menus for 'Anytime', 'Month', 'Day', 'Year', and 'and', followed by another set of dropdowns for 'Month', 'Day', and 'Year'. A section for 'Search all report sections.' has a selected radio button, while 'Search only specific report sections:' has several checkboxes: 'Abstract', 'Overview', 'Background', 'Chronology', 'Current Situation', 'Pro/Con', 'Outlook', 'Bibliography', 'Next Step', 'Contacts', 'Footnotes', and 'Special Focus'. At the bottom, there is a 'Sort results by:' dropdown set to 'relevancy' and a 'Results per page:' dropdown set to '30'. 'Search' and 'Clear Search' buttons are at the bottom right. Callouts A through E point to specific features: A points to the search input field, B points to the date range dropdowns, C points to the 'Search all report sections.' radio button, D points to the 'Sort results by:' dropdown, and E points to the 'Results per page:' dropdown.

for specific sections, the search will use your other search criteria to look only for specific sections of CQ Researcher. Results will display the name of the issues as well as the section(s) that meet your search criteria. The link from the search results page will bring you to the specific section, and from there you will still be able to link to the other sections of that particular CQ Researcher issue. The default is to search for entire issues.

Sorting Your Search Results (D)

You may elect to view your results by Relevancy, by Date, or Alphabetically by Title. By default, your results are returned to you in relevancy order. To change, click on the down arrow in the box titled Sort Results By and make your selection.

Viewing Your Search Results (E)

You may also determine how many search results you want to view at one time. The default is 30, but you can choose as few as 5 results per screen or as many as 30.